

Snohomish County Superior Court is seeking a

# **SUPERIOR COURT ADMINISTRATOR**

Compensation: \$110,000.00 - \$155,000.00

Depending on Qualifications

Excellent Benefits Package

## **Snohomish County**

Snohomish County is located in the Puget Sound region, 25 miles north of Seattle. This scenic region is surrounded by natural beauty, including the Olympic and Cascade mountains, rivers, a bay and several lakes. The county has approximately 720,000 residents.

Snohomish County has three branches of government – Legislative, Executive and Judicial. The County Charter assigns legislative responsibilities to elected County Council members; executive or administrative duties to an elected County Executive; and judicial functions to elected Superior and District Court judges.

## **About Superior Court**

The Snohomish County Superior Court has an annual budget of \$28 million and employs approximately 180 staff. There are 15 full-time elected judges and 5 commissioners.

We are seeking a diverse pool of candidates who are innovative, experienced leaders interested in serving as the Superior Court Administrator. The Mission of the Snohomish County Superior Court is to actively manage the business of the court to provide prompt, fair and efficient resolution of disputes; to

provide due process and individual justice in each case; and to maintain independence and parity as an equal branch of government.

The Court Administrator works closely with the Presiding Judge and is responsible for the operations of the Superior Court including the Denney Juvenile Justice Center and its probation and detention services and programs. This position is “at-will” and works at the pleasure of the Superior Court Judges. The position is critical to the Court’s mission, goals and the efficient delivery of services of the Superior Court.

### **POSITION DESCRIPTION**

This position serves as the administrator and supervisor for the daily operations of the Superior Court including the Denny Juvenile Justice Center.

- Lead, plan, organize, coordinate and direct the operations and administrative functions of the Court.
- Direct financial management for the court; prepare, submit and justify the budget; prepare and/or supervise the preparation of program plans, goals and objectives, and funding requests; administer court budget; authorize expenditures for expert defense and other court services; direct accounts payable and receivable.
- Direct jury management for the court.
- Direct mandatory arbitration for the court.
- Direct personnel administration for the court; supervise and direct the work of subordinate employees; evaluate the work of subordinates; select, hire, train, coach, motivate, develop, discipline and terminate subordinate employees as necessary; represent the court in labor negotiations.
- Develop, recommend and implement goals, policy statements, planning, research and statistical analysis for the court; work with the presiding judge, standing and ad hoc committees on a wide range of special projects.
- Direct liaison functions, media and public relations for the court; direct interactions of the court with other agencies, departments and branches of government, the Office of the Administrator for the Courts, public and private attorneys, and other interested parties.
- Direct technology acquisitions, applications and technical support.
- Direct staff support services for the court; resolve a wide range of issues regarding support services and non-judicial personnel.

- Coordinate security and facilities management.
- Coordinate family court and guardian ad litem services.
- Coordinate specialty courts, including adult, family and juvenile drug courts.
- Coordinate probation services/programs and detention services/programs at the Denny Juvenile Justice Center.

## **QUALIFICATIONS**

Bachelor's degree in business or public administration, legal administration or a related field; AND, seven (7) years of increasingly responsible experience in court administration or related field, including five (5) years in a management or supervisory capacity; OR any equivalent combination of training and/or experience that provides the knowledge and abilities to perform the functions of this role.

Applicants must pass job-related exams, have a valid Washington State Driver's license, and pass a criminal background check.

### **Highly Desired Experience and Education:**

- A Juris Doctorate or Master's degree in Public/Business Administration, Court Administration.
- Experience with the following: superior courts, court administration, court operations, jury management, accounting, budgeting, recordkeeping, purchasing, contracting, public records and media responses, and current office software.

### **Preferred Candidates will Demonstrate the Following:**

- Candidates must competently communicate with judges and advocate for and positively represent the Superior Court when working with stakeholders and the Executive and Legislative branches of government.
- Candidates must demonstrate superior ability to prepare succinct, relevant and compelling written communications.
- This position must lead and influence staff and create an environment where employees are motivated to do their best.
- This position must value cultural, ethnic, gender and other individual differences in people and strive to eliminate barriers to diversity.

## **How to Apply**

**The following items are required to be considered for this position.**

1. Completed NEO-GOV online application. Please apply at <http://agency.governmentjobs.com/snohomish/default.cfm>
2. A cover letter AND resume that addresses how you qualify for this position and why you are interested.

If you have questions please contact Rhea Reynolds at [rhea.reynolds@snoco.gov](mailto:rhea.reynolds@snoco.gov)

**Snohomish County Superior Court is an *Equal Opportunity Employer* that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request.**